



## APPLICATION FOR EXTENSION OF DURATION OF STUDIES

Faculty of Social Sciences

Application and the enclosures are to be submitted to the following address:

Faculty of Social Sciences, Study Office, P.O.Box 54 (Unioninkatu 37), 00014 UNIVERSITY OF HELSINKI

Please, fill in legibly and read the instructions on the reversed side of the form.

1. Personal Identification Number		2. Student Number	
3. Last name		4. First names	
5. Street address		6. Postal code and city	
7. Telephone	8. E-mail		
9. Degree programme / Major subject		10. Year of enrolment at the Faculty	
11. Right to study at other faculties / universities			
12. At the moment I am studying for the degree of <input type="checkbox"/> Bachelor of Social Sciences <input type="checkbox"/> Master of Social Sciences ▪ credits completed for the degree in total _____cr      ▪ credits completed for the degree in total _____cr			
13. Please explain why your studies have been delayed (use a separate sheet when necessary). Describe your life situation, if you request consideration of personal reasons (please include the supporting documents, such as medical or equivalent certificates, in the application).			

14. Filled in by the applicant who has previously applied for an extension to the duration of studies:  
Please, explain how your studies have progressed during the previous extension and present reasons why your studies have not progressed according to plan.

Date and signature

Filled in by the Faculty:

An extension to the duration of studies is granted till \_\_\_\_\_.

Date and signature

An extension to the duration of studies is not granted. Grounds for rejection:

Date

Dean

Hannu Niemi

Head of Student Affairs

Tuula Hakkola

## INSTRUCTIONS

### Enclosures for the application

Following documents must be included in the application:

- Target-oriented and feasible study plan and transcript of studies
- Supporting documents if the student requests consideration of personal reasons

Form for the study plan can be found at <http://www.valt.helsinki.fi/faculty/Studies/forms/index.htm>

### Extension of the study right on the basis of the granted extension to the duration of studies

The student can be granted an extension of the study right to complete the studies on condition that the student presents a target-oriented and feasible study plan in order to complete the studies. When granting the extension, possible previous decisions on the extensions to the duration of studies will be taken into consideration. The extension is always granted for a certain period of time, for the minimum of one semester, for the maximum of four semesters at a time.

The student's personal reasons may be taken into consideration when granting an extension to the duration of studies. For more information, please refer to <http://www.valt.helsinki.fi/faculty/Studies/Guide/duration.htm>.

An extension to the duration of studies cannot be granted if the student's studies have not been progressed according to the plan during the previous extension, and the student is not able to give valid reasons for the delay.

Application for an extension to the duration of studies must be submitted well before the expiration of the right to study. The decision on granting an extension is made by the Faculty within a month.

More information can be found at <http://www.valt.helsinki.fi/faculty/Studies/Guide/duration.htm>.